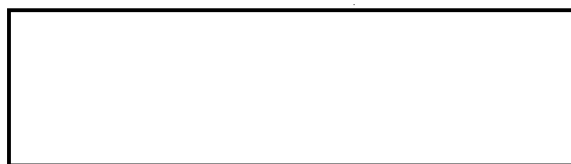


2 August 1974

MEMORANDUM FOR : Director of Personnel
ATTENTION : Chief, Position Management & Compensation
Division, OP
SUBJECT : Position Up-grade

It is requested that position number 0339,
Budget and Finance Officer, GS-12, be reviewed for the
purpose of validating assignment of the GS-14 level.
I believe the GS-14 level is more truly reflective of
the actual responsibilities and duties required of the
incumbent of this position and brings the grade level
closer to comparable positions elsewhere in the Agency.
A position description is attached for your information.



25X1

Administrative Officer, DCI

Attachment
a/s

CONCUR:

Executive Secretary

25X1

MORI/CDF

Description of Duties/Responsibilities
Office of the Director of Central Intelligence (O/DCI)
Executive Secretariat
Administrative Office
Position 0339
Budget and Finance Officer

I. Job Description

Under the general supervision of the Administrative Officer, DCI, is responsible for providing full budget and financial support to the newly reorganized DCI Area; i.e., the O/DCI and the six Independent Offices. The incumbent also serves as the Assistant Administrative Officer. Due to the small size of the office, the incumbent is assigned a broad spectrum of professional duties in all general administrative support areas.

II. Duties and Responsibilities

A. Serves as the Budget and Finance Officer for the DCI Area overseeing all fiscal activities of the entire DCI Area and its offices and staffs. More specifically this involves responsibility for:

1. Preparation of the various budget submissions in the Program, Congressional, and Operating budget stages in response to the various Office of the Comptroller (vice O/PPB) "Calls," queries, and ad hoc tasks, and reflecting DCI Area plans and programs.

2. Based on continuing review of budgetary trends and program status, prepares reports and recommendations to the DCI Area Programming Officers.

3. In response to Office of Joint Computer Services requirements, assures the accuracy and validity of the DCI Area Financial Resources Data Base.

4. Certifies to the availability of DCI Area funds in answer to program requirements.

5. Prepares and assists in the preparation of the several recurrent and periodic budget/program data reports requested by the Office of the Comptroller, the CIA Management Committee, et al.

6. Recommends reprogramming of resources consistent with actual requirements arising from program execution.

B. Acts as Assistant Administrative Officer in all administrative support areas including logistics, travel, security, training, etc.

C. Maintains the documentary input and controls for the DCI Area.

1. Responsible for the maintenance of the DCI Area funds obligation records and preparation of reporting on funds/obligation status.

2. Compiles and computes background, budgetary, and statistical data to assist the DCI Area managers in evaluating allocation of resources and program/cost effectiveness.

D. Serves as the single decentralized certifying officer for the DCI Area.

E. Responsible for assisting in providing the administrative support to the DCI Area, including, but not limited to, travel procurement, rentals, and miscellaneous contractual obligations.

F. Provides overall financial/regulatory advise and guidance and supervises the performance of the AO/DCI Administrative Assistant in finance/budget related tasks.